

Frequently Asked Building Department Questions:

General Building Department Information:

Q. What are the Building Department Hours?

A. Elbert County Offices operate Monday through Thursday 7:30 am through 5:00 pm. **ELBERT COUNTY OFFICES ARE CLOSED AND DO NOT PERFORM INSPECTIONS ON FRIDAYS, SATURDAYS OR SUNDAYS.** For a list of our inspection schedule and Holidays observed, please visit our inspection schedule on our website at: [www.elbertcounty-co.gov/2020 Inspection Schedule.pdf](http://www.elbertcounty-co.gov/2020%20Inspection%20Schedule.pdf) .

Q. What types of payment does the Building Department accept?

A. We accept checks (made out to Elbert County), credit card payments (there is a 2.5% convenience fee on all card transactions and cash (must be exact amount due).

Q. Does Elbert County require contractor licensing?

A. Contractor Licensing is currently NOT required.

PERMITTING QUESTIONS:

Q. How do I apply for a permit?

A. Visit the Building Department page on our website at: www.elbertcounty-co.gov/pw_building.php. Scroll down to the bottom portion of the page you will find our Permit Applications. Submit everything on the checklist for the permit type that you are applying for via email at: jenny.white@elbertcounty-co.gov and copy faith.mehrer@elbertcounty-co.gov. Incomplete submittals or attachments that are not properly named will be returned.

Q. What happens after I submit my permit application?

A. Once we have received a completed application, the application goes over to the various Departments for approval (Community and Development Services, Department of Health and Human Services, Road and Bridge, Assessor). Once all Department approvals are obtained, the application will go into plan review and you will receive notice of plan review fees that are due. Plan review takes anywhere from **3 – 4 weeks**. If the plan reviewer has any questions or needs any additional information during this time, he will contact you directly. Once plan review is complete, you will receive notification via email that your permit is ready for final payment and issuance. Once payment is received, the digitally reviewed drawings, permit card and receipt will be emailed to the email address provided.

Q. What types of permits can I pull "Over the Counter" (no plan review needed)?

A. Re Roof, Siding, Gas Lines, Replace Furnace/Water Heater, Foundation Only, Water line to well pit. The "Over The Counter" Permit form can be used for all of these, just indicate what type of work you are doing on the description line, and circle the appropriate project type.

Q. How Do I Apply for A Re Roof Permit?

A. Visit our Website www.elbertcounty-co.gov , Navigate to "Directory", select "Building Department", scroll to the bottom of the page and select "Re Roof Permit". Fill out the application COMPLETELY and email to jenny.white@elbertcounty-co.gov. Once the application is processed, a link will be sent to you with payment options.

Q. Does Elbert County issue Electrical Permits?

A. All Electric permits are pulled and inspected through the State of Colorado. For more information on Electrical Permits, please visit their website at: <https://www.colorado.gov/pacific/dora/Electrical>

Q. Does Elbert County issue Plumbing Permits?

A. Yes, Elbert County requires a Master Plumbers License number for all plumbing permits issued. If a New Residence permit is applied for, the plumbing inspections will fall under the Main Permit and inspections should be requested using that permit number.

INSPECTION QUESTIONS:

Q. Are Mid Roof Inspections Required?

A. Yes. Either a physical midroof inspection can be requested: www.elbertcounty-co.gov OR a Mid Roof Affidavit may be submitted WITH 2 photos of each roof face and a photo of the entire structure for reference. Our Mid Roof Affidavit may be found on our website: [www.elbertcounty-co.gov/Mid roof afidavit.pdf](http://www.elbertcounty-co.gov/Mid%20roof%20afidavit.pdf) and must be COMPLETELY FILLED OUT and returned to jenny.white@elbertcounty-co.gov and faith.mehrer@elbertcounty-co.gov . Incomplete Midroof Affidavits will be returned.

Q. Do I need to set a ladder for an inspection?

A. Our inspectors do not carry ladders, so if there is a type of roof that the inspector cannot visually see from the ground, then one can be set.

Q. How do I know what my inspection results are?

A. Inspectors will leave their results on the permit card posted onsite. The Building Department office will not have results until the inspectors have returned to the office at the end of the day and entered results into the system. The fastest way to get your result is to check the permit card posted onsite.

Q. I requested an inspection today, when will the inspector arrive?

A. If your inspection request was received in our online system by 3:00 PM MONDAY, TUESDAY OR WEDNESDAY, your inspection will automatically happen NEXT BUSINESS DAY. Inspection schedule structure can be found on our website: [www.elbertcounty-co.gov/2020 Inspection Schedule.pdf](http://www.elbertcounty-co.gov/2020%20Inspection%20Schedule.pdf) . If the Building Department receives your inspection request in our online system AFTER the 3:00pm cut-off, the inspection will automatically take place **THE DAY AFTER** the next business day.

Q. How will I know what time my inspection will take place?

A. Our inspectors put their routes together the morning of the inspection. The Building Department will send out the route information via email by 8:30 the morning of the inspection. Your inspection can happen anytime between 7:30 am – 5:00 pm.

Q. Do I need to be present for an inspection?

A. No, if the inspector has access to what he needs to see, there are no loose dogs and the permit card and plans are posted onsite the inspection will be completed and the results will be left on the permit card.

Q. What inspections do I need to request for my project?

A. The inspections that you will request are going to be listed on your permit card and need to be called in the order that they are listed as applicable to your project.

Q. What are Engineers Observation reports required for?

A. Engineers Observation Reports are REQUIRED for:

- Engineered Caisson Holes
- Engineered Foundations

Please forward all Engineers Observation Reports to the Building Department MAKING SURE THAT THE ADDRESS OF THE PROJECT is indicated on the stamped report submitted. THESE MUST BE ON FILE PRIOR TO REQUESTING ANY ROUGH INSPECTIONS.

Q. How do I cancel an Inspection?

A. Cancellations MUST be received by the Building Department NO LATER THAN 7:30 am the day of the inspection. Please email all cancellations to: jenny.white@elbertcounty-co.gov and kyle.gustafson@elbertcounty-co.gov . Please put "CANCEL INSPECTION" and the address of the cancellation in the subject line.

Q. My inspector left notice that I have a re-inspection fee due. How much is the re-inspection fee and how can I pay it?

A. Re-inspection fees are a flat fee of \$47.00. This can be paid via check (bring the check into 315 Comanche Street, Kiowa, CO 80117), online via our website at <https://www.elbertcounty-co.gov> (hover over ONLINE SERVICES at the top, select "Pay Building Permit Fees" and follow prompts to pay with credit/debit card.

Q. How long after I have passed my Final Inspection, will I receive my Certificate of Occupancy (for New Residences Only).

A. We will issue the Certificate of Occupancy 2 Working Days AFTER the date of receipt of ALL required documents.

Q. How can I talk to someone in the Building Department?

A. If there are still questions after reading through all of these frequently asked questions, please feel to reach out via email at:

Chief Building Official – Chris Kelley:	chris.kelley@elbertcounty-co.gov
Building Official – Kyle Gustafson:	kyle.gustafson@elbertcounty-co.gov
Administrator – Faith Mehrer:	faith.mehrer@elbertcounty-co.gov
Admin Assistant – Jenny White:	jenny.white@elbertcounty-co.gov